



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED (Including HAS Probationary Employees)
2	Job Classification	Management Analyst I
3	Posting Number	PN# 102034
4	Department	Houston Airport System
5	Division	Public Safety and Technology
6	Section	Various
7	Reporting Location	3838 N. Sam Houston Pkwy.*
8	Workdays & Hours	Varied, normally M – F *
*Subject to change		
9	<u>DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS</u>	
	Performs a variety of analytical, evaluation work for the Communications, Command, and Control (C-3) sections. Assists with budget preparation. Reviews related financial documents. Analyzes call records to determine trends. Reviews and maintains electronic records for compliance. Monitors equipment usage records. Develops and maintains statistical databases and reports. Monitors and tracks specific fiscal instruments. Monitors, reconciles and plans the expenditures of various services at IAH. Maintains PRF and P-Card systems with respect to authorized and emergency expenditures. Conducts monthly audits to determine financial irregularities. Works closely with technical services division on procurement of equipment and supplies. Communicates in person, in writing and via telephone with airport users and tenants. Makes recommendations for efficiency improvements. Performs other duties and special projects as requested.	
10	<u>WORKING CONDITIONS</u>	
	Performing these duties will involve: discretion about walking, standing, and sitting; operating city vehicles; ability to lift up to ten (10) pounds; extensive use of a video display terminal; making coordinated gross motor movements, and coordinated eye/hand movements. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u>	
	Bachelor's degree in Public Administration, Business Administration, Finance or a field related to the job.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u>	
	One year of administrative and/or professional experience in accounting, budget analysis, finance, public/business administration or a field directly related to the job is required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u>	
	Valid Class C, Texas driver's license and compliance with city's policy on driving (AP 2-2).	
14	<u>PREFERENCES</u>	
	Strong computer skills with working proficiency in spreadsheets, database and word processing software, preferably Microsoft Office. Strong organizational skills with ability to analyze management problems. Ability to interact professionally with customers, employees, and personnel from other city departments.	
15	<u>SELECTION/SKILLS TEST REQUIRED</u>	
	Application review and/or interview.	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u>	
	Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:	
	<div>Salary Range - Pay Grade 15</div> <div>\$1,059 - \$1217.00 Biweekly \$27,534.00 - \$31,642.00 Annually</div>	
18	<u>OPENING DATE</u>	
	DECEMBER 15, 2004	
19	<u>CLOSING DATE</u>	
	OPEN UNTIL FILLED	
20	<u>APPLICATION PROCEDURES</u>	
	Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
	"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.	
	An equal opportunity employer	